



CORRECTIONAL CASE RECORDS
ADMINISTRATOR

CHIEF, CORRECTIONAL CASE
RECORDS SERVICES

Final Filing Date: April 13, 2006

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

If you meet the entrance requirements for both of the classifications, you may file for one or more examination(s) on a single application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS April 13, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during June/July 2006.

SALARY RANGE(S) As of: January 25, 2006.

CORRECTIONAL CASE RECORDS ADMINISTRATOR
\$5,211 - \$6,286

CHIEF, CORRECTIONAL CASE RECORDS SERVICES
\$6,334 - \$6,984

MINIMUM QUALIFICATIONS CORRECTIONAL CASE RECORDS ADMINISTRATOR

Either I
Experience: One year of experience in the California state service performing the duties of a Correctional Case Records Manager.

Or II
Experience: Two years of experience in the California state service performing the duties of a Correctional Case Records Supervisor.

Or III
Experience: Five years of experience in a governmental law enforcement or criminal justice setting, including three years' supervisory experience in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of a local, State, or Federal correctional agency. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a Correctional Case Records Supervisor). and

Education: Equivalent to graduation from college.

MINIMUM
QUALIFICATIONS
(CONTINUED)

CHIEF, CORRECTIONAL CASE RECORDS SERVICES

Either I
Experience: One year of experience in the California state service performing the duties of a Correctional Case Records Administrator.

Or II
Experience: Three years of experience in the California state service performing the duties of a Correctional Case Records Manager. and

Education: Equivalent to graduation from college.

BOTH LEVELS:
NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Special Personal Characteristics: Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; tack; and willingness to travel when required.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Determinate and indeterminate sentence and parole laws
 - 2. The classification process and purposes, activities, regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR) (formerly the California Department of Corrections) and the Narcotic Addict Evaluation Authority, as its operations relate to the CDCR
 - 3. Correctional administration
 - 4. Documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records
 - 5. Training methods and planning and conducting in-service training programs
 - 6. Information disclosure statutes
 - 7. CDCR automated record-keeping systems
 - 8. The Department's Equal Employment Opportunity (EEO) Program objectives
 - 9. A manager/supervisor's role in the EEO Program and the processes available to meet EEO objectives
 - 10. Principles of effective supervision
 - 11. Administrative principles and practices
- B. Ability to:**
- 1. Define, interpret, and take action on legal documents and court orders
 - 2. Analyze inmate records and recognize and correct discrepancies and irregularities
 - 3. Prepare accurate and concise reports
 - 4. Make arithmetical computations
 - 5. Prioritize workload and meet deadlines
 - 6. Make sound decisions and recommendations in regard to the record-keeping function
 - 7. Provide criminal identification services necessary to the administration of the CDCR
 - 8. Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public
 - 9. Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases
 - 10. Follow oral and written instructions
 - 11. Communicate effectively with other staff, inmates, and informational sources
 - 12. Operate a personal computer to access, enter, and retrieve information
 - 13. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process
 - 14. Plan, organize, and direct the work of subordinate staff and inmates
 - 15. Plan and prepare personnel, equipment, and supply budgets
 - 16. Effectively contribute to the Department's EEO objectives
 - 17. Plan, organize, and administer a major program of department-wide scope

ELIGIBLE LIST
INFORMATION

A separate departmental promotional eligible list will be established for each classification listed to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

As a **Correctional Case Records Administrator**, incumbents assigned as the Assistant Chief, Correctional Case Records Services, or in a field position as a functional supervisor of a major portion of the statewide departmental records function, conducts field audits and interprets and implements laws, provisions of applicable court decisions, and administrative policies; plans and coordinates

POSITION
DESCRIPTION AND
LOCATION(S)
(CONTINUED)

Correctional Case Records Administrator (Continued . . .)

departmental record-keeping and training-and-development programs; acts as administrative and technical consultant; has functional responsibility over departmental records units; and functions as liaison between headquarters and local administrators in matters related to systems operation and management; and does other related work.

As a **Chief, Correctional Case Records Services**, incumbents plans, develops, and administers policies governing the departmental uniform case records system; assumes responsibility and accountability for the accurate interpretation and application of laws, administrative standards, and court decisions related to processing, maintenance, and control of inmate and parolee records within the departmental records system; directly supervises one or more Correctional Case Records Administrators; receives administrative direction from the chief of a major division within the Department; acts as administrative and technical advisor to departmental top management on matters related to the statewide records system; acts as primary Department liaison with other governmental agencies, courts, legislators, and other persons on matters related to the Department's records function; and does other related work.

Position(s) exist in Sacramento, Rancho Cordova and Rancho Cucamonga.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items listed below) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information on this document to determine your suitability to work in correctional records positions.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Incidents which you need not disclose:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Section Code 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS